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Training Institute  
*...Learn from the Experts*

THURSDAY AND FRIDAY

JUNE 20TH  
AND JUNE 21ST  
2013

**REGISTER  
NOW**

**\$349** per day · **\$698** both  
**on-line** or **early bird\***  
**discount \$319 - \$638**  
\*payment received by  
**Tuesday, May 30, 2013**

**2013 SEMINAR LOCATION**  
**Dolce Hayes**  
**Conference Center**  
200 Edenvale Avenue  
San Jose, CA 95136

Room Block \$121 per  
night plus tax  
Call (866) 981-3300  
(408) 362-2300  
Group Code: EEOC  
Training

or reserve online at  
<http://bit.ly/SJhotel>  
by **May 18, 2013**

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)



# EEOC SAN JOSE SEMINAR

**At the  
Dolce Hayes Conference Center**

## Learn from the experts—

### 1. EEOC Strategic Enforcement Plan (SEP)

To get the insider's scoop on EEOC's top employment targets, don't miss the 2013 Seminar! We'll dig into the EEOC's national and local priorities. Get strategic insights, agency analysis and practical updates.

### 2. We're Going Green!

Materials will be provided **online** this year. Print what you need beforehand or download to your device. Be sure to provide your email on the registration form to receive the link to the seminar notebook.

### 3. Conference Directory

Opt-in to the **conference directory**. You can choose what information to share with participants and presenters, for a network of peers with valuable experience.

Conference notebook with Presenter Top Ten lists, CD Rom of EEOC manuals, conference directory —

## We provide you concrete tools for your EEO toolbox

For more information, contact seminar coordinator  
Linda Li at 415-625-5618 TTY (415) 625-5610 [linda.li@eeoc.gov](mailto:linda.li@eeoc.gov)

## TRAINING INSTITUTE POLICIES

### Training Event 13TSAN01

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)  
EEOC Tax ID # 52-0812909

### QUESTIONS ABOUT REGISTRATION?

1.866.446.0940

TTY# 1.800.828.1120

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)



#### Hotel Arrangements

*Registrants are responsible for their own hotel arrangements*

#### Dolores Hayden Conference Center

200 Edenvale Avenue  
San Jose, CA 95136

#### \$121 per night

Reserve by  
**May 18, 2013**  
and mention  
**'EEOC Training'**

#### Online

<http://bit.ly/SJthotel>

#### Toll Free

(866) 981-3300

#### Local

(408) 362-2300

**PAYMENT — \$349** Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** EEOC Tax ID Number: 52-0812909

#### GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early by mail or FAX. Check or credit card payment information **must** be received 30 days before the seminar and credit card registrations received after **May 30, 2013** will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** Please note: This type of payment is not eligible for the Early Bird discount.

**State and Local Government Registrants:** In order to be confirmed submit a copy of the purchase order, purchase order number, billing name and address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

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**REGISTRATION —** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). Credit card and electronic bank check registrations will receive immediate confirmation. EEOC Tax ID Number: 52-0812909

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** OR **FAX** your registration with payment to 703.787.8090.

**QUESTIONS ABOUT REGISTRATION?** 1.866.446.0940;  
TTY# 1.800.828.1120; [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**CONFIRMATION —** Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

#### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 7 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

**REASONABLE ACCOMMODATION REQUESTS - IF YOU NEED AN ACCOMMODATION, PLEASE NOTE IT ON THE REGISTRATION FORM AND WILL CONTACT YOU.**

# 2013 EEOC SAN JOSE SEMINAR

Thursday, June 20th - AGENDA DAY 1

8:00 AM	Registration and Continental Breakfast
8:30– 10:20 AM	<b>Welcome: EEOC's Six Priorities and You</b>  <b>Plenary: Best Practices for Workplace Investigations</b> Amy Oppenheimer, founder of the Association of Workplace Investigators (AWI), analyzes challenges and trends in workplace investigations.
10:30– 12 noon	<b>AM Workshop (select one)</b>  Level: Basic <b>ABCs of EEO.</b> What do I get started? Federal EEO laws and the theories behind them. <i>(Recommended with ABCs Applied)</i> Virginia Mellema, EEOC Administrative Judge  SEP Priority 3 <b>Lesbian, Gay, Bisexual or Transgender (LGBT) Employment Rights</b> What do the Mia Macy decision and other recent developments signify for the EEOC, employers and workers? How do they impact transgender and sexual orientation claims under Title VII?  SEP Priority 4 <b>Compensation Matters: Equal Pay</b> The Obama Administration has charged the EEOC, Dept. of Justice, Dept. of Labor and the Office of Personnel Management to focus on equal pay. The EEOC SEP targets compensation systems and practices that discriminate based on gender. How does your organization measure up in terms of the wage gap?
12:00– 1:00 PM	<b>Lunch</b>
1:00– 4:00 PM	<b>PM Intensive Workshop (select one)</b>  Level: Basic <b>ABCs Applied.</b> How do I (1) plan and conduct interviews? (2) assess the credibility of testimonial evidence? (3) collect and analyze documentary evidence? (4) analyze models of proof, including employer defenses; (5) review evidence and draw conclusions? (6) write up my findings? Virginia Mellema, EEOC Administrative Judge.  SEP Priority 3 <b>Leave: Medical / Family / Disability / Domestic Violence &amp; Sexual Assault.</b> How do I sort through employee requests for time off due to family or medical situations or from employees who experience domestic violence and sexual assault? Navigate state and federal laws, including the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA) and California's Paid Family Leave (PFL) regulations. Rachael Langston and Julia Parish, Legal Aid Society-Employment Law Center  SEP Priority 5 <b>Harassment Prevention + Investigation.</b> What is essential to preventing sexual and other types of workplace harassment? What are the key components of an effective investigation? <i>This class meets the Calif. AB 1825 training requirement for supervisors.</i>
4:00 PM	<b>Adjourn</b>

## SCHEDULE

- > Registration: 8-8:30am
- > Start: 8:30 am
- > Break 10:15 - 10:30am
- > Lunch 12-1 pm
- > Break 2:30 - 2:45pm
- > End: 4:00pm

## CREDITS :

CA CLE and HRCI credit requested. The seminar also meets the yearly refresher training requirement for Federal agency EEO investigators.

# 2013 EEOC SAN JOSE SEMINAR

## SCHEDULE

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## EEOC STRATEGIC ENFORCEMENT PLAN (SEP)

1. Eliminating barriers in recruitment and hiring
2. Protecting immigrant, migrant and other vulnerable workers
3. Addressing emerging and developing employment discrimination issues
4. Enforcing equal pay laws
5. Preserving access to the legal system
6. Preventing harassment through systemic enforcement and targeted outreach

## Friday, June 21 - AGENDA Day 2

8:00 AM Registration and Continental Breakfast

8:30- 10:15 AM **Plenary: Legal Updates**

What are the key EEO decisions and cases from the Supreme Court and Ninth Circuit? How do they affect my workplace? William Tamayo, EEOC Regional Attorney, San Francisco District Office.

10:30- 12 NOON **AM Workshop (select one)**

**SEP Priority 1 Use of Arrest and Conviction Records.** How do I balance the need for safety and security at the workplace with the need to comply with state and federal civil rights and consumer laws? How do the EEOC guidance and OFCCP directive impact the way my organization approaches background checks? What are best practices for screening candidates?

**SEP Priority 5 Retaliation.** Why is retaliation the #1 charge filed with EEOC—and why are so many harassment claims accompanied by allegations of retaliation? A survey of recent cases, looking for common signs. William Tamayo, EEOC Regional Attorney.

**Local Priorities Agency Update: EEOC, OFCCP, NLRB & DFEH.** New state employment discrimination laws, new NLRB decisions on confidentiality, new OFCCP directives, new priorities for EEOC - Updates and insider's guide to positive interaction with our agencies.

12:00- 1:00 PM **Lunch**

1:00- 4:00 PM **PM Intensive Workshop (select one)**

**All Levels Documenting Essential Job Functions, the Interactive Process and Disciplinary Issues.** Do you know how to document the 6 steps in the interactive process when providing workplace accommodations and medical leave? Can you craft a job description, with clearly defined job qualifications, work demands and essential functions? Sharpen your skills at documenting employee requests for accommodations, when an offer of accommodations is made, when employee requests are unreasonable or result in undue hardship, and also when performance, misconduct and absenteeism issues warrant disciplinary action. Jane Kow, HR Law Consultants & Roberta Etcheverry, Diversified Management Group

**All Levels 50 Shades of EEO Grey.** Social media... accommodations that seem to stretch beyond reason... habitual complainers... discriminatory customer preferences...post-complaint discipline... Test your HR instincts on scenarios like these, where liability and responsibility may not be clear-cut. Linda Ordonio-Dixon, EEOC Senior Trial Attorney, & Marcia Mitchell, EEOC Supervisory Trial Attorney.

4:00 PM **Adjourn**

## REGISTRATION FORM

### 3 WAYS TO REGISTER

- **ON-LINE**

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

- **MAIL** EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

**Have you attended EEOC sponsored training in the last 5 years?** ☐ Yes ☐ No

**# Employees at Your Facility:**

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

**Your Organization:**

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

**Your Position Category:**

- ☐ Attorney
- ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Mgr, Supervisor
- ☐ HR Staff
- ☐ Mediator, ADR
- ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner
- ☐ Union Representative
- ☐ Other \_\_\_\_\_

**How did you learn about our seminar?**

- ☐ Brochure in mail
- ☐ Email
- ☐ Colleague
- ☐ Website/Internet
- ☐ Newspaper/Radio Ad
- ☐ Professional Organization
- ☐ SHRM
- ☐ EEOC event
- ☐ Other \_\_\_\_\_

## 2013 EEOC SAN JOSE SEMINAR

☐ Enrollment for both Days 1 & 2, June 20- 21

☐ Enrollment for Day 1 Thursday, June 20

☐ Enrollment for Day 2 Friday, June 21

Event Code  
13TSAN01

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes Describe accommodation requested or special diet needed.

### PAYMENT AMOUNT

**One Day** ☐ \$349 **Two Days** ☐ \$698

**Online / Early Discount\*** **One Day** ☐ \$319 **Two Days** ☐ \$638

Discount price available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the event. Faxed/mailed credit card registrations received after May 30, 2013, will be charged full price each day.

**EEOC Tax ID #: 52-0812909**

### PAYMENT TYPE

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_

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Person filling out this form (if different than registrant)

Name \_\_\_\_\_

**Please complete one form per attendee**



# TOP REASONS TO ATTEND

## 2013 EEOC SAN JOSE SEMINAR

### 2013 SEMINAR LOCATION

**Dolce Hayes  
Conference Center**  
200 Edenvale Avenue  
San Jose, CA 95136



### DIRECTIONS

#### **From San Jose International Airport** (11 Miles)

Take Highway 87 (Guadalupe Pkwy) South to highway 85 South. Exit on Blossom Hill Road and turn left. Go 5 lights to Lean Ave. and turn left. Lean Ave. becomes Edenvale Ave. The Hayes Mansion Conference Center is approximately 1 mile on the left.

#### **From San Francisco International Airport** (Approx. 1 Hour)

Take Highway 101 South to the Blossom Hill Rd. /Silver Creek Valley Rd. Turn Right on Blossom Hill Rd. At Lean Ave. turn right. (Lean Ave. will become Edenvale Ave.) The Hayes Mansion Conference Center will be approximately 1 mile on the left.

### **EEOC offers you the best value for your training budget.**

- Come for **Top Ten Lists** from every presenter, bullet points for the most critical EEO issues of 2013.
- Benefit from a peer network: opt-in for the **Conference Directory** AND receive the **Peer Top Ten Lists**, session notes capturing the best ideas and contributions from each session's discussion.
- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who will keep your approach to EEO up to speed with the latest changes in the EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library**, a searchable eight-volume Resource Guide.

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For more information contact:  
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